



The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, [www.cops.usdoj.gov](http://www.cops.usdoj.gov)) is pleased to announce that it is seeking applications for Fiscal Year (FY) 2013 COPS Hiring Program (CHP). This program furthers the department's mission of advancing public safety through community policing by addressing the department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

# COPS FY2013 Application Guide: COPS Hiring Program (CHP)

## Eligibility

The FY2013 CHP grant program is an open solicitation. All local, state, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

## Deadline

All completed applications must be submitted by **May 22, 2013, at 7:59 PM, EDT.**

Completing an application under the CHP grant program is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424, submitting it through the Grants.gov website. The SF-424 is a government-wide standard application for federal assistance. Once the SF-424 has been submitted via [www.grants.gov](http://www.grants.gov), the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CHP application process through the COPS Office Online Application System (see "Registration" and "How to Apply"). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800.421.6770. *An application is not considered submitted until both of these steps are completed.*

## Contact Information

For technical assistance with submitting the SF-424, call the Grants.gov Customer Service Hotline at 800.518.4726, send questions via e-mail to [support@grants.gov](mailto:support@grants.gov) or consult the Grants.gov Organization Registration User Guide at [www07.grants.gov/assets/OrgRegUserGuide.pdf](http://www07.grants.gov/assets/OrgRegUserGuide.pdf). For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800.421.6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

# COPS FY2013 Application Guide: COPS Hiring Program (CHP)

---

The COPS Application Guide is designed to assist applicants in applying for COPS grant programs. This Guide includes general information on the administrative and legal requirements governing the CHP grant program, as well as detailed program-specific information.

For more information about COPS grants, please call the COPS Office Response Center at 800.421.6770.



U.S. Department of Justice  
Office of Community Oriented Policing Services  
145 N Street, N.E.  
Washington, DC 20530

COPS Online: [www.cops.usdoj.gov](http://www.cops.usdoj.gov)

April 2013

## CONTENTS

OVERVIEW.....	1
About the COPS Office.....	1
COPS Hiring Program (CHP) Overview.....	2
REGISTRATION.....	3
DEADLINE: APPLICATION.....	4
ELIGIBILITY REQUIREMENTS.....	4
PROGRAM-SPECIFIC INFORMATION.....	5
Program Goal.....	5
Length of Grant Term, Maximum Federal Share, Local Share Requirements, and Hiring Categories.....	5
Federal Funding: Allowable and Unallowable Costs.....	6
Allowable Costs: Fundable Requests.....	6
Unallowable Costs: Requests Will NOT Be Funded.....	6
Monitoring, Reporting, and Evaluation Requirements.....	7
PERFORMANCE MEASURES.....	7
HOW TO APPLY.....	8
Electronic Submission of the SF-424 in two parts via Grants.gov and the COPS Office Website.....	8
Obtaining a Data Universal Numbering System (DUNS) Number.....	9
Data Universal Numbering System (DUNS) Number.....	9
<b>To Obtain Your DUNS Number.....</b>	<b>10</b>
Managing Your DUNS Number.....	10
Registering with the System for Award Management (SAM).....	11
Geographic Names Information System ID Number.....	12
Helpful Online Resources.....	12
Audit Requirement.....	12
Civil Rights.....	12
Section 508 of the Rehabilitation Act.....	12
Grant Terms and Conditions.....	13
I. & II. Assurances and Certifications.....	13
III. Disclosure of Lobbying Activities.....	13
IV. Nonsupplanting Requirement.....	14
V. Procurement and Sole Source Justification—Not Applicable under CHP.....	15
VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance—Not Applicable under CHP.....	15
VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts—Not Applicable under CHP.....	15
VIII. Community Policing Self Assessment Tool (CP-SAT).....	15
IX. System for Award Management (SAM) and Universal Identifier Requirements.....	15
X. Federal Funding Accountability and Transparency Act (FFATA)— Reporting Subaward and Executive Compensation Information.....	15
Suspension or Termination of Funding.....	16

COPS APPLICATION ATTACHMENT TO SF-424 .....	17
WHAT AN APPLICATION MUST INCLUDE .....	17
Required Application Documents and Sections for the COPS Hiring Program .....	17
General Information .....	18
Instruction: Application for Federal Assistance SF-424 .....	18
Section 1: COPS Program Request .....	21
Section 2: Agency Eligibility Information .....	21
Section 3: General Agency Information .....	21
A. Applicant ORI Number .....	21
B. Applicant Data Universal Numbering System (DUNS) Number .....	21
C. System for Award Management (SAM) .....	21
D. Geographic Names Information System (GNIS) ID .....	22
E. Cognizant Federal Agency .....	22
F. Fiscal Year .....	22
G. Law Enforcement Agency Sworn Force Information .....	22
H. Civilian Staffing .....	22
I. U.S. Department of Justice Funding .....	22
Section 4: Executive Information .....	22
J. For Law Enforcement Agencies .....	22
K. For Government Agencies .....	22
Section 5: COPS Officer Request .....	23
Section 6: Law Enforcement and Community Policing Strategy .....	24
Section 7: Need for Federal Assistance .....	29
Section 8: Continuation of Project after Federal Funding Ends .....	32
Section 9: School Safety Assessment – Not Applicable .....	32
Section 10: Executive Summary – Not Applicable .....	32
Section 11: Project Description (Narrative) – Not Applicable .....	32
Section 12: Official Partner(s) Contact Information .....	33
Section 13: Application Attachments .....	33
Section 14: Budget Detail Worksheets .....	33
Section 15: Assurances and Certifications .....	40
Section 16: Disclosure of Lobbying Activities .....	40
Section 17: Reviews and Certifications .....	40
Section 18: Application Data Verification – Not Applicable at Time of Application .....	41
APPENDIXES .....	42
Appendix A: Glossary of COPS Program Terms .....	42
Appendix B: Intergovernmental Review Process, Points of Contact by State .....	46
Appendix C: Federal Funding Accountability and Transparency Act (FFATA): Reporting Subaward and Executive Compensation Award Term .....	46
Appendix D: System for Award Management (SAM) and Universal Identifier Requirements Award Terms .....	49
Appendix E: Step-by-Step Instructions for Two-Part Application Submission Process .....	50
PAPERWORK REDUCTION ACT NOTICE .....	53

---

## COPS HIRING PROGRAM (CHP) (CFDA 16.710)

### OVERVIEW

#### About the COPS Office

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources.

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making those individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

The COPS Office awards grants to state, local, territory, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime fighting technologies, and develop and test innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement. The COPS Office has produced and compiled a broad range of information resources that can help law enforcement better address specific crime and operational issues, and help community leaders better understand how to work cooperatively with their law enforcement agency to reduce crime.

- Since 1994, the COPS Office has invested nearly \$14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing.
- By the end of FY2012, the COPS Office has funded approximately 124,000 additional officers to more than 13,000 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- As of 2012, the COPS Office has distributed more than 8.5 million topic-specific publications, training curricula, white papers, and resource CDs.

COPS Office resources, covering a wide breadth of community policing topics—from school and campus safety to gang violence—are available, at no cost, through its online Resource Center at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). This easy-to-navigate website is also the grant application portal, providing access to online application forms.

Additional information regarding the COPS Office can be found at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

## COPS Hiring Program (CHP) Overview

The COPS Hiring Program (CHP) provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts.

2013 CHP grants will cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer over the three-year (36 months) grant period, with a minimum 25 percent local cash match requirement and maximum federal share of \$125,000 per officer position. CHP grant funding will be based on your agency's current entry-level salary and fringe benefits for full-time sworn officers. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency. All agencies' requests will be capped at no more than 5 percent of their actual sworn force strength as reported on the date of application. Agencies with a service population of 1 million or more may apply for up to 25 officer positions; agencies with a service population less than 1 million may apply for up to 15 officer positions. [The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.] Funding under this program may be used to:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to your current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official grant award start date as it is listed on your agency's award document. **Under 2013 CHP, new hires are not required to be military veterans.**
- Rehire officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget cuts. The rehired officers must be rehired on or after the official grant award start date as it appears on your agency's award document. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- Rehire officers who are (at the time of application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget cuts. Grantees will be required to continue funding the positions with local funding until the date(s) of the scheduled lay-offs. The dates of the scheduled lay-offs and the number of positions affected must be identified in the CHP application. In addition, documentation must be maintained detailing the dates and reason(s) for the lay-offs. Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled lay-offs are occurring for local economic reasons unrelated to the availability of CHP grant funds; such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the lay-offs, budget documents ordering jurisdiction-wide budget cuts, and/or notices provided to the individual officers regarding the lay-offs.

An applicant may request funding in one or more of the above-referenced hiring categories under CHP. CHP grant awards will be made for officer positions requested in each of these three categories and recipients of CHP awards are required to use awarded funds for the specific categories awarded. If your agency receives a CHP grant—*and after receiving the grant*—your agency needs to change one or more of the funded hiring categories it received funding under, your agency must request a post-award grant modification and must receive prior approval before spending CHP funding. To obtain information on modifying a CHP grant award, please contact the COPS Office Response Center at 800.421.6770.

An applicant may not reduce its existing current fiscal year budget for sworn officers just to take advantage of the CHP grant. Any budget cut must be unrelated to the receipt of CHP grant funds to avoid a violation of the COPS statutory nonsupplanting requirement.

The nonsupplanting requirement means that COPS grant funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward the grant purpose if federal funding had not been awarded. CHP grant funds must not be used to replace (supplant) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with local funds. For additional information on the COPS nonsupplanting requirement as it applies to CHP, please refer to the nonsupplanting FAQs at [www.cops.usdoj.gov/Default.asp?Item=2282](http://www.cops.usdoj.gov/Default.asp?Item=2282).

Furthermore, all grant recipients must retain any CHP-funded officer positions awarded for at least 12 months immediately after the 36 months of federal funding has ended for each position. Applicants are required to affirm in their CHP grant application that their agency plans to retain any additional officer positions awarded following the expiration of the grant, and identify their planned source(s) of retention funding.

Please be advised that a hold may be placed on any application if it is deemed that the applicant agency is not in good standing on other U.S. Department of Justice grants, has other grant compliance issues that would make the applicant agency ineligible to receive COPS funding, and/or is not cooperating with an ongoing Department of Justice grant review or audit. A hold may also be placed on any application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

Misuse of COPS funds and/or failure to comply with all COPS grant requirements may result in suspension or termination of grant funds, the repayment of grant funds, and/or other remedies available by law.

Under the False Claim Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving COPS funds may be referred to the Office of the Inspector General (OIG). The OIG may be contacted at [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov), [www.usdoj.gov/oig/FOIA/hotline.htm](http://www.usdoj.gov/oig/FOIA/hotline.htm), and 800.869.4499.

## REGISTRATION

**All FY2013 CHP applicants are required to have a valid ORI number. The ORI number is assigned by the FBI and is your agency's unique identifier. Please contact the COPS Office Response Center at 800.421.6770 to verify your agency's ORI number. If you do not have an ORI number, a COPS Office Response Center Specialist will assign one to you for the purpose of tracking your grant application. This is required before you begin your application on Grants.gov.**

Additionally, the federal government requires that all applicants for federal grants and cooperative agreements—with the exception of individuals other than sole proprietors—have a DUNS number and be registered in the System for Award Management (SAM) database **prior** to submitting an application. See “Section 3: General Agency Information” in this guide for more information regarding DUNS and SAM.

Completing an application under the CHP program is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424, the government-wide standard application form for federal assistance. Once the SF-424 has been submitted, you will receive an e-mail from the COPS Office with instructions on completing the second part of the CHP application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800.421.6770.

It is strongly recommended that applicants register immediately on [www.grants.gov](http://www.grants.gov). **In addition, applicants are strongly encouraged to complete the SF-424 and Section 1 on Grants.gov as quickly as possible.** Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System.

Once you have registered and submitted your SF-424 through [www.grants.gov](http://www.grants.gov), you will receive an e-mail within one business day with instructions for completing the second part of the CHP application process, which is the COPS Application Attachment to the SF-424 through the COPS Office Online Application System.

For technical assistance with submitting the SF-424, call Grants.gov Customer Service Hotline at 800.518.4726, e-mail [support@grants.gov](mailto:support@grants.gov) or consult the Grants.gov Organization Registration User Guide at [www07.grants.gov/assets/OrgRegUserGuide.pdf](http://www07.grants.gov/assets/OrgRegUserGuide.pdf). See "How to Apply" in this guide for more information.

For technical assistance with submitting the online application via the COPS website, please call 800.421.6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). See "How to Apply" in this guide for more information.

## **DEADLINE: APPLICATION**

All completed applications must be submitted by **May 22, 2013, at 7:59 PM, EDT**. Please see "How to Apply" for more information.

Applications for this program must be submitted in two parts. First, applicants must apply online via [www.grants.gov](http://www.grants.gov) to complete the SF-424. Applicants will then be directed to the COPS Office website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) to complete the second part of the application by **May 22, 2013, at 7:59 PM EDT**.

## **ELIGIBILITY REQUIREMENTS**

The CHP grant program is an open solicitation. All local, state, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within the jurisdiction served. Please note that CHP applicants must have a police department that is operational as of May 22, 2013, which is the close of this application, or receive services through a new or existing contract for law enforcement services. If funds under this program are to be used as part of a written contracting agreement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider in Section 7 of this application).

For additional information, please contact your COPS Grant Program Specialist by calling the COPS Office Response Center at 800.421.6770.

---

## **PROGRAM-SPECIFIC INFORMATION**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

### **Program Goal**

CHP is designed to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers.

### **Length of Grant Term, Maximum Federal Share, Local Share Requirements, and Hiring Categories**

CHP grants provide funding for three years (36 months) for each position awarded. No-cost extensions of time (not additional funding) may be provided on a case-by-case basis to provide additional time beyond the three years to complete the expenditure of grant funds. CHP grantees are required to retain each officer position awarded for at least 12 months following the conclusion of 36 months of grant funding for that position. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds, over and above the number of locally-funded officer positions that would have existed in the absence of the grant. Absorbing CHP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

2013 CHP grants provide up to 75 percent funding of the approved entry-level salaries and fringe benefits of each newly-hired and/or rehired full-time sworn career law enforcement officer over the three-year (36 months) grant period, with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position. All budget calculations must be based on the current authorized salary and fringe benefits of an entry-level officer in your department. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency.

CHP grants may be used on or after the official grant award start date as it appears on your agency's award document to: (1) hire new officer positions (including filling existing officer vacancies that are no longer funded in your agency's budget); (2) rehire officers who have been laid off by any jurisdiction (at the time of application) as result of state, local, or BIA budget cuts; and/or (3) rehire officers who are (at the time of application) scheduled to be laid off on a specific future date as a result of state, local, or BIA budget cuts.

CHP grant funds will be awarded for officer positions in the above three distinct hiring categories and grantees are required to use CHP funds for the specific categories awarded. An applicant may request funding in one or more of the hiring categories. However, funding requests must be based upon the applicant's current need for funding in these three hiring categories. If an applicant receives an award for a specific hiring category and then needs to make changes to the hiring categories following the receipt of the CHP award, the grantee must request a post-award grant modification and receive prior approval from the COPS Office before expending CHP funding under the new category. To request a post-award grant modification, please contact the COPS Office Response Center at 800.421.6770.

The COPS statutory nonsupplanting requirement mandates that CHP funds must be used to supplement (increase) the grantee's law enforcement budget for sworn officer positions and may not supplant (replace) state, local, or Bureau of Indian Affairs funds that a grantee would otherwise have spent on sworn officer positions in the absence of the CHP grant.

Awarded agencies are required to draw down grant funds based upon immediate cash disbursement needs throughout the 36-month funding period, and not as a lump sum payment.

## Federal Funding: Allowable and Unallowable Costs

### Allowable Costs: Fundable Requests

Allowable costs are costs that will be paid for by this grant program. **The only allowable costs under CHP are the approved full-time, entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the grant award start date.** A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law, or by a state, local, or tribal agency, to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. An agency seeking to rehire officers scheduled to be laid off on a specific future date with CHP funds must continue to fund them with local funds through the grant award date until the date of the scheduled lay-off. Officers previously employed by your agency who have been (or are currently scheduled to be) laid off as a result of budget cuts may be rehired using CHP grant funds, but funding requests must be limited to your agency's entry-level salaries and fringe benefits for full-time officers. Please be aware that your agency will be responsible for paying any costs that exceed entry-level salaries and fringe benefits with local funds.

CHP grants provide 36 months of funding for sworn officer positions. Funding requests must be based upon the applicant's current (at the time of application) need for funding in the three hiring categories (new hires, rehires of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date). When evaluating how many CHP positions to request, please be mindful of the initial 36-month grant period and your agency's ability to fill and retain the officer positions awarded, while following your agency's established hiring policies and procedures.

Requests may be made only for positions that are not otherwise budgeted with state, local, or BIA funds, and that would not be funded in the absence of the CHP grant.

All requests will be considered on a case-by-case basis during the budget review process. Requested items under the program must be purchased using the appropriations language enacted for FY2013. Additionally, each request must programmatically link to the CHP activities described in your application.

### Unallowable Costs: Requests Will NOT Be Funded

All items other than entry-level personnel costs (salaries and fringe benefits) as described in the preceding section are considered unallowable under CHP. Therefore, requests for equipment, training, uniforms, and vehicles are not permitted under CHP. In addition, the following personnel costs are unallowable:

- Salaries and fringe benefits of existing locally-funded officers, unless those officers are currently scheduled to be laid off on a specific future date;
- Salaries and fringe benefits over and above an agency's entry-level salary and fringe benefits for officers;
- Salaries and fringe benefits for civilian/non-sworn personnel;
- Salaries and fringe benefits for part-time officer positions;
- Salaries and fringe benefits for furloughed officers; and
- Overtime costs.

This is not an inclusive list, and items not listed above will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CHP project. All requests must contribute directly to the specific purpose of the grant project and relate to the appropriations language enacted for FY2013.

## Monitoring, Reporting, and Evaluation Requirements

Federal regulations require that any financial assistance from the federal government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting quarterly Programmatic Progress Reports and a final Closeout Report. Awarded agencies will be responsible for timely submission of quarterly and final Federal Financial Reports. In addition, the COPS Office is interested in tracking the progress of its programs and the development of its grantees' community policing plans. Therefore, all COPS grantees will be required to participate in grant monitoring activities of the U.S. Department of Justice, including but not limited to, the COPS Office, the Office of the Inspector General, or any entity designated by COPS.

The COPS Office Monitoring staff may take a number of monitoring approaches, such as site visits, office-based grant reviews, and periodic surveys to gather information. COPS may seek information including, but not limited to, your agency's compliance with nonsupplanting and financial requirements of the grant, and progress toward achieving your community policing plan.

Though a formal assessment is not a requirement, departments are strongly encouraged to conduct an independent assessment of their respective projects. Project evaluations have proven to be valuable tools in helping departments identify areas in need of improvement, as well as providing data of successful processes.

Please feel free to contact your COPS Grant Program Specialist at 800.421.6770 to discuss any questions or concerns you may have.

## PERFORMANCE MEASURES

To assist in fulfilling the Department of Justice's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding must provide data that measures the results of their work. Performance measures for CHP are as follows:

Objective	Performance Measures	Data Grantee Provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers.	Effectiveness rating of COPS knowledge resources (e.g., training, publications) in increasing community policing capacity of grantees.	Quarterly progress reports describing how CHP funding is being used to assist your jurisdiction in the implementation of community policing strategies.

All COPS Office grants target increasing grantee capacity to implement community policing strategies within the three primary elements of community policing: 1) problem-solving; 2) partnerships; and 3) organizational transformation. The COPS Office requires all CHP applicants to describe how hiring and/or rehiring additional officers will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS website at [www.cops.usdoj.gov/Default.asp?Item=36](http://www.cops.usdoj.gov/Default.asp?Item=36).

As part of the quarterly Programmatic Progress Reports, CHP grantees will be required to report on their progress toward implementing community policing strategies. The COPS Office will not require that grantees track statistics to respond to the performance measure questions, and the grantee's community policing capacity implementation rating will not be used in determining grant compliance.

Based on the data collected from grantees, the COPS Office may make improvements to CHP to better meet the program's objective and law enforcement agency needs.

## HOW TO APPLY

Primary Steps Required to Complete Application	Complete?
If necessary, request an ORI through the COPS Office Response Center at <a href="mailto:AskCopsRC@usdoj.gov">AskCopsRC@usdoj.gov</a> or 800.421.6770.	<input type="checkbox"/>
If you have not renewed your COPS Office Account Access information since November 15, 2012, contact the COPS Office Response Center at <a href="mailto:AskCopsRC@usdoj.gov">AskCopsRC@usdoj.gov</a> or 800.421.6770.	<input type="checkbox"/>
Register with Grants.gov/Confirm registration	<input type="checkbox"/>
Obtain a DUNS number/Confirm DUNS number	<input type="checkbox"/>
Register with SAM database/Confirm SAM number	<input type="checkbox"/>
Complete SF-424 on Grants.gov (Funding number: COPS-Hiring-Program-Application-2013)	<input type="checkbox"/>
Upon receipt of an e-mail from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete the second part of the application on the COPS Office Online Application System.	<input type="checkbox"/>

### Electronic Submission of the SF-424 in two parts via Grants.gov and the COPS Office Website

Please read the following important information before attempting to submit your application via the COPS Office website:

- Completing a CHP application is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424. The Grants.gov funding code for this solicitation is **COPS-Hiring-Program-Application-2013**. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the second part of the CHP application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800.421.6770.
- It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through [www.grants.gov](http://www.grants.gov) or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on Grants.gov and the second part of the application on the COPS Office website.
- For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800.518.4726 or e-mail [support@grants.gov](mailto:support@grants.gov). For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800.421.6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).
- To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the System for Award Management (SAM) database.
- Applicants must comply with any word and/or field limit requirements described in the COPS Application Guide.

- Applicants will have the opportunity to print a copy of the application prior to submission, and a copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed.
- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS website. The COPS Office will not accept applications submitted via mail or e-mail.
- Do not wait until the application deadline date to begin the application process through the COPS Office website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

Additionally, all applicants are required to maintain current registrations in the System for Award Management (SAM) database. SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. DOJ requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status.

Applicants that were previously registered in the CCR database must at a minimum:

- Create a SAM account
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated)

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

## Obtaining a Data Universal Numbering System (DUNS) Number

The federal government requires that all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. The DUNS number is used to identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866.705.7511 or via the Internet at <http://fedgov.dnb.com/webform>.

### Data Universal Numbering System (DUNS) Number

- The DUNS number is a unique nine or thirteen-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- **If you already have a DUNS number.** If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.

- **If you are not sure whether you have a DUNS number**, call D&B using the toll-free number 866.705.5711, and indicate that you are a federal grant applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

### To Obtain Your DUNS Number

- The requestor may obtain a DUNS number via the Internet at <http://fedgov.dnb.com/webform>.
- The requestor may also obtain a DUNS number via telephone at 866.705.5711. The phone is staffed from 8 AM to 6 PM (local time of the caller when calling from within the continental United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back during the operating hours. The process to request a number takes about 5-10 minutes. A DUNS number will be assigned at the conclusion of the call. You will need to provide the following information:
  - Legal name
  - Headquarters name and address for your organization
  - Doing business as (DBA) or other name by which your organization is commonly known or recognized
  - Physical address, city, state, and zip code
  - Mailing address (if separate from headquarters and/or physical address)
  - Telephone number
  - Contact name and title
  - Number of employees at your physical location

### Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family-tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at 866.705.5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely free for all entities doing business with the federal government. This includes grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain that you identify yourself as a federal grant applicant or prospective applicant.

## Registering with the System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from the IRS when requesting the EIN via phone, fax, mail, or Internet. Follow the steps listed below to register in the SAM:

**Step 1:** Obtain a DUNS number at [www.dnb.com/us/](http://www.dnb.com/us/) or call 866.705.5711.

**Step 2:** Access the SAM online registration through the SAM home page at <https://www.sam.gov/> and follow the online instructions for new SAM users.

**Step 3:** Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.

To migrate your legacy system user account from CCR, FedReg, ORCA, or EPLS, you must first create a personal account in SAM by clicking on "Create an Account" on the homepage. An individual account is required to manage Entity Registrations in SAM. You won't be able to manage your registration until you create a System Account in SAM. Once you validate that you have access to the e-mail address you provided during the registration process and login, you will see a message on the user Dashboard (My SAM) that will ask you "Would you like to migrate a legacy system account?" Click "Yes" to begin the migration process. Alternatively, you may click on "Manage My User Roles," then on "Migrate Legacy Account" link to begin the migration process. The roles you had with the Legacy system will be mapped to your SAM account.

To update your entity's SAM registration, follow the below steps:

**Step 1:** Go to the SAM homepage ([www.sam.gov](http://www.sam.gov)), enter your username and password, and then click the "Log In" button.

**Step 2:** Select "Complete Registrations" under Registration/Update Entity in the left navigation pane.

**Step 3:** Select the entity record that you want to update and click the "Update" button.

For more details on updating your registration, please refer to the SAM User Guide, available at [www.sam.gov](http://www.sam.gov).

If awarded, your agency must maintain the currency of your information in the SAM database until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

**To review the System for Award Management and Universal Identifiers Requirements award terms, please see Appendix D.**

## Geographic Names Information System ID Number

The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the Feature ID that is the only standard federal key for integrating or reconciling feature data from multiple datasets.

To determine your jurisdiction's Feature ID number:

- Go to: <http://geonames.usgs.gov/>. Click on "Search Domestic Names"
- From this screen, you can enter the name of your jurisdiction (for example, "Cleveland")
- Select your state ("Ohio")
- Click "Send Query." The results will show that Cleveland, Ohio, is a populated place with a Feature ID of 1066654.
- Enter this 7-digit number into your application form. Some jurisdictions may have Feature IDs of less than 7 digits; for example, American University is a school in the District of Columbia with a Feature ID of 531560. In this case, you should place a "0" in front of the number to ensure that 7 digits are entered into the CHP application form.

## Helpful Online Resources

DUNS Number information: <http://fedgov.dnb.com/webform/displayHomePage.do>

System for Award Management (SAM): [www.sam.gov](http://www.sam.gov)

## Audit Requirement

OMB Circular A-133 establishes the requirements for organizational audits that apply to COPS grantees. Grantees must arrange for the required organization-wide (not grant-by-grant) audit in accordance with the requirements of this circular.

## Civil Rights

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for grant recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights law and/or is not cooperating with an ongoing federal civil rights investigation.

## Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying using the COPS online system ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)), please contact:

**Donte Turner**

**U.S. Department of Justice, COPS Office**

**202.616.9427 or [Donte.Turner@usdoj.gov](mailto:Donte.Turner@usdoj.gov)**

The department is committed to ensuring equal access to all applicants and will assist any applicant who may experience difficulties with assistive technology when applying for grants using the COPS online system.

## Grant Terms and Conditions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS programs. The table below further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the applicant's Law Enforcement Executive/Agency Executive and Government Executive/ Financial Official on Section 17: Reviews and Certifications assures the COPS Office that your agency will comply with all legal and administrative requirements that govern the application for acceptance.

Key: Y – Yes; N – No; P – Possibly (dependent upon particular agency regulations or items requested)	
FY2013 Program	CHP
I. Assurances	Y
II. Certifications	Y
III. Disclosure of Lobbying Activities	P
IV. Nonsupplanting	Y
V. Procurement and Sole Source Justification	N
VI. Criminal Intelligence Systems/28 C.F.R. Part 23	N
VII. Mitigate Possible Adverse Health, Safety, and Environmental Impacts	N
VIII. Community Policing Self Assessment Tool (CP-SAT)	Y
IX. System for Award Management and Universal Identifier Requirements	Y
X. Federal Funding Accountability and Transparency Act (FFATA) – Reporting Subaward and Executive Compensation	P

### ***I. & II. Assurances and Certifications (Also refer to Section 15 of this Application Guide and Standard Application forms.)***

Applicants to COPS programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully, as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

### ***III. Disclosure of Lobbying Activities (Also refer to Section 16 of this Application Guide and Standard Application forms.)***

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information. If this applies to your agency, you are required to submit the disclosure form in Section 16 of the application. If you need to submit additional forms, please submit them as attachments to your application online.

#### ***IV. Nonsupplanting Requirement***

The COPS nonsupplanting requirement mandates that grant funds not be used to replace state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the purpose of the grant. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for the grant purposes.

Funds budgeted to pay for sworn officer positions irrespective of the grant may not be reallocated to other purposes or refunded should a CHP grant be awarded. Non-federal funds must remain available for and devoted to that purpose, with COPS funds supplementing those non-federal funds. Awarded funding cannot be obligated until on or after the grant award start date. This means that CHP funds cannot be applied to any agency cost prior to the award start date. In addition, all awardees will be expected to take active and timely steps pursuant to their standard procedures to fully fund law enforcement costs already budgeted as well as fill all locally-funded vacancies resulting from attrition during the life of the grant.

Under CHP, the nonsupplanting requirement means that a grant recipient receiving CHP grant funds to hire a new officer position, including filling an existing officer vacancy that is no longer funded in the recipient's local budget, must hire the additional position on or after the official grant award start date, above its current budgeted (funded) level of sworn officer positions.

The nonsupplanting requirement also means that a grant recipient that receives CHP grant funds to rehire an officer who has already been laid off (at the time of application) as a result of state, local, or BIA budget cuts, must rehire the officer on or after the official grant award start date. The grant recipient must maintain documentation showing the date(s) that the position(s) was/were laid off and rehired in its CHP grant file.

In addition, the nonsupplanting requirement means that a grant recipient that receives CHP grant funds to rehire an officer who is (at the time of application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget cuts, must continue to fund the officer with its own funds through the grant award start date until the date of the scheduled lay-off (for example, if the award start date is September 1 and the lay-off is scheduled for November 1, then the CHP funds may not be used to fund the officer until November 1, the date of the scheduled lay-off). An agency must identify the date(s) of the scheduled lay-offs and the number of officers to be laid off in its application. If a CHP grant is awarded, a grant recipient must maintain documentation showing the date(s) and reason(s) for the lay-offs, the number of officers laid off, the number of officers rehired and dates the officers were rehired. [Please note that as long as your agency can document that the lay-offs would occur on the identified dates if the CHP grant funds were not available, it may transfer the officers to the CHP funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual officer.]

Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of CHP grant funds may include (but is not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual officers regarding the date(s) of the lay-offs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's CHP grant records during the grant period and for three years following the official closeout of the CHP grant in the event of an audit, monitoring, or other evaluation of your grant compliance. For additional information on the COPS nonsupplanting requirement as it applies to CHP, please refer to the Frequently Asked Questions (FAQ) information sheet at [www.cops.usdoj.gov/Default.asp?Item=2119](http://www.cops.usdoj.gov/Default.asp?Item=2119).

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800.421.6770 for further information.

***V. Procurement and Sole Source Justification—Not Applicable under CHP***

***VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance—Not Applicable under CHP***

***VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts—Not Applicable under CHP***

***VIII. Community Policing Self Assessment Tool (CP-SAT)***

The Community Policing Self Assessment Tool (CP-SAT) is intended to create an objective measure of your current community policing practices. You will receive a report summarizing your agency's community policing activities, which will help you to design your strategic plan, training, and performance reporting initiatives based on your agency's community policing strengths and areas in need of additional attention. The CP-SAT is provided free of charge as a resource to manage your policing goals; it measures community policing activities and successes, but it does not capture outcome or impact indicators. Administering the CP-SAT twice during your grant period will allow your agency to compare the progress of your community policing practices and provide a tool for your administration to reflect back on your agency's accomplishments. The CP-SAT resource can be used as a long-term tool for your agency's planning and training, even after your grant period expires.

**What You Should Do:**

This grant condition is to make your agency aware of the CP-SAT administration requirement associated with CHP grants. The CP-SAT essentially consists of a short community policing survey which will be administered to your agency staff. The COPS Office, through a third-party provider, will conduct this survey and support the entire process, minimizing any burden on your agency personnel. Within four months after you return your signed grant award document, you will be contacted to begin the CP-SAT process. For more information on the CP-SAT, see [www.cops.usdoj.gov/Default.asp?Item=2584](http://www.cops.usdoj.gov/Default.asp?Item=2584).

***IX. System for Award Management (SAM) and Universal Identifier Requirements***

Unless you are exempted from this requirement under 2 C.F.R. 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or other award term.

To review the System for Award Management and Universal Identifier Award Term, please see Appendix D.

***X. Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Information***

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at [www.fsrs.gov](http://www.fsrs.gov), is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA.

The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov), associated with the prime award, furthering federal spending transparency.

*Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.*

To review the FFATA Reporting Subaward and Executive Compensation Award Term, please see Appendix C.

### **Suspension or Termination of Funding**

The COPS Office may suspend, in whole or in part, or terminate funding, or impose other sanctions on a grantee for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to grant agreement requirements or special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding
- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

Please be advised that grantees may not use COPS funding for the same item or service also funded by another Department of Justice award.

## COPS APPLICATION ATTACHMENT TO SF-424

### WHAT AN APPLICATION MUST INCLUDE

Detailed explanations of required documents can be found on the following pages.

#### Required Application Documents and Sections for the COPS Hiring Program

Listed below is a chart that shows the required documentation that must be completed and submitted for your application to be considered complete. Failure to submit all required documentation at the time of application may delay processing and/or result in the denial of your application. **Unless otherwise noted, each section listed must be completed in its entirety.** You can use this chart as an application checklist to ensure you have met all of the necessary requirements.

Application Documents and Sections	Required?	Completed?
Standard Form 424	Yes	<input type="checkbox"/>
COPS Application Attachment to SF-424	Yes	<input type="checkbox"/>
Section 1: COPS Program Request	Yes	<input type="checkbox"/>
Section 2: Agency Eligibility Information	Yes (Section 2A only)	<input type="checkbox"/>
Section 3: General Agency Information	Yes	<input type="checkbox"/>
Section 4: Executive Information	Yes	<input type="checkbox"/>
Section 5: COPS Officer Request	Yes (Section 5A only)	<input type="checkbox"/>
Section 6: Law Enforcement and Community Policing Strategy	Yes (Section 6B only)	<input type="checkbox"/>
Section 7: Need for Federal Assistance	Yes	<input type="checkbox"/>
Section 8: Continuation of Project After Federal Funding Ends	Yes (Section 8A only)	<input type="checkbox"/>
Section 9: School Safety Assessment	No	
Section 10 : Executive Summary	No	
Section 11: Project Description (Narrative)	No	
Section 12: Official Partner(s) Contact Information	Possible	<input type="checkbox"/>
Section 13: Application Attachments	Possible	<input type="checkbox"/>
Section 14: Budget Detail Worksheets	Yes	<input type="checkbox"/>
Section 15: Assurances and Certifications	Yes	<input type="checkbox"/>
Section 16: Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 17: Reviews and Certifications	Yes	<input type="checkbox"/>
Section 18: Application Data Verification	Not applicable at time of application	<input type="checkbox"/>

**Please note:** When completing this application online, the system will time out after 20 minutes of inactivity. To prevent any loss of information, applicants are advised to save their information frequently. When completing sections where you are required to provide a significant amount of narrative or other information, the COPS Office suggests that you complete your response in a separate document offline, and then paste it into the application.

## General Information

The applicant's SF-424 must be submitted online via [www.grants.gov](http://www.grants.gov). Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CHP application through the COPS Office online via the COPS website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)).

## Instruction: Application for Federal Assistance SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

The Instructions for the Application for Federal Assistance SF-424 on pages 19–20 is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:
1.	<p><b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> <li>• Preapplication      • Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>
2.	<p><b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation – An extension for an additional funding/ budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision – Any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If “Other” is selected, please specify in text box provided.</li> </ul> <p>A. Increase Award              B. Decrease Award                      C. Increase Duration          D. Decrease Duration                      E. Other (specify)</p>
3.	<p><b>Date Received:</b> Leave this field blank. This date will be assigned by the federal agency.</p>
4.	<p><b>Applicant Identifier:</b>                      Enter the entity identifier assigned by the federal agency, if any, or the applicant’s control number if applicable.</p>
5a.	<p><b>Federal Entity Identifier:</b>                      Enter the number assigned to your organization by the federal agency, if any.</p>
5b.	<p><b>Federal Award Identifier:</b>                      For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.</p>
6.	<p><b>Date Received by State:</b>                      Leave this field blank. This date will be assigned by the state, if applicable.</p>
7.	<p><b>State Application Identifier:</b>                      Leave this field blank. This identifier will be assigned by the state, if applicable.</p>
8.	<p><b>Applicant Information:</b> Enter the following in accordance with agency instructions:</p> <p>a. <i>Legal Name:</i> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the System for Award Management. Information on registering with SAM may be obtained by visiting the Grants.gov website.</p>

Item	Entry:		
8. (cont)	<p>b. <i>Employer/Taxpayer Number (EIN/TIN):</i> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the U.S., enter 44-4444444.</p> <p>c. <i>Organizational DUNS:</i> (Required) Enter the organization’s DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p> <p>d. <i>Address:</i> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is U.S.), Province, Country (Required), Zip/Postal Code (Required, if country is U.S.).</p> <p>e. <i>Organizational Unit:</i> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. <i>Name and contact information of person to be contacted on matters involving this applicant (required), organizational affiliation (if affiliated with an organization) other on:</i> Enter the name (First and last name then the applicant organization), telephone number (Required), fax number, and e-mail address (Required) of the person to contact on matters related to this application.</p>		
9.	<p><b>Type of Applicant:</b> (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. District Government</li> <li>E. Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>M. Nonprofit</li> <li>N. Nonprofit</li> <li>O. Private Institution of Higher Education</li> <li>P. Individual</li> <li>Q. For-Profit Organization (Other than Small Business)</li> <li>R. Small Business</li> <li>S. Hispanic-serving Institution</li> <li>T. Historically Black Colleges and Universities (HBCUs)</li> <li>U. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>V. Alaska Native and Native Hawaiian Serving Institutions</li> <li>W. Non-domestic (non-U.S.) Entity</li> <li>X. Other (specify)</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. District Government</li> <li>E. Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul>	<ul style="list-style-type: none"> <li>M. Nonprofit</li> <li>N. Nonprofit</li> <li>O. Private Institution of Higher Education</li> <li>P. Individual</li> <li>Q. For-Profit Organization (Other than Small Business)</li> <li>R. Small Business</li> <li>S. Hispanic-serving Institution</li> <li>T. Historically Black Colleges and Universities (HBCUs)</li> <li>U. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>V. Alaska Native and Native Hawaiian Serving Institutions</li> <li>W. Non-domestic (non-U.S.) Entity</li> <li>X. Other (specify)</li> </ul>
<ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. District Government</li> <li>E. Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul>	<ul style="list-style-type: none"> <li>M. Nonprofit</li> <li>N. Nonprofit</li> <li>O. Private Institution of Higher Education</li> <li>P. Individual</li> <li>Q. For-Profit Organization (Other than Small Business)</li> <li>R. Small Business</li> <li>S. Hispanic-serving Institution</li> <li>T. Historically Black Colleges and Universities (HBCUs)</li> <li>U. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>V. Alaska Native and Native Hawaiian Serving Institutions</li> <li>W. Non-domestic (non-U.S.) Entity</li> <li>X. Other (specify)</li> </ul>		

Item	Entry
10	<b>Name Of Federal Agency:</b> (Required) Enter the name of the federal agency from which assistance is being requested with this application.
11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: <ul style="list-style-type: none"> <li>• 2 characters State Abbreviation</li> <li>3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district.</li> <li>• If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter U.S.-all.</li> <li>• If the program/project is outside the U.S., enter 00-000.</li> </ul>
17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

Item	Entry
19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the state intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the state.
20.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
21.	<b>Authorized Representative:</b> (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and e-mail address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

## Section 1: COPS Program Request

Please ensure that the correct program box is checked. If you plan to apply for other COPS programs, a separate application must be completed for each COPS program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable terms and conditions as outlined in this Application Guide before finalizing your selections.

## Section 2: Agency Eligibility Information

For this Section, check the appropriate box, and choose the appropriate entity from the drop-down menu.

In Section 2A, you will be asked several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) grant. Please note that CHP applicants must have a police department that is operational as of May 22, 2013, which is the date this application closes, or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

Additionally, if funds under this program are to be used as part of a written contracting agreement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider in Section 7 of this application).

## Section 3: General Agency Information

Please provide accurate agency information, as this information is used to identify your agency and may be used, along with other data collected, to determine funding eligibility.

### A. Applicant ORI Number

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

### B. Applicant Data Universal Numbering System (DUNS) Number

A Data Universal Numbering System (DUNS) is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The federal government requires that all applicants of federal grant funds and cooperative agreements, with the exception of individuals other than sole proprietors, have a DUNS number prior to application submission. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this Application.

### C. System for Award Management (SAM)

The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. The federal government requires that all applicants of federal grant funds and cooperative agreements—with the exception of individuals other than sole proprietors—be registered in the database **prior** to application submission. Please contact the SAM Service Desk at 866.606.8220 or view/update your registration information at [www.sam.gov](http://www.sam.gov). If your SAM registration is set to expire **prior** to September 30, 2013, please renew your SAM registration prior to completing this application. All applicants are required to maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM at least once per year to maintain an active status. For more information about how to register with SAM, please refer to the "How to Apply" section of this Application Guide.

**D. Geographic Names Information System (GNIS) ID**

Your Geographic Names Information System (GNIS) Identification Number is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to <http://geonames.usgs.gov/domestic/index.html>. For more information about how to obtain a GNIS number, please refer to the “How to Apply” section of this Application Guide.

**E. Cognizant Federal Agency**

A Cognizant Federal Agency is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the “Department of Justice” as the Cognizant Federal Agency.

**F. Fiscal Year**

Enter the month and day of the legal applicant’s fiscal year.

**G. Law Enforcement Agency Sworn Force Information**

When completing your agency’s general law enforcement agency information in Section 3G, please note that “budgeted sworn force strength” refers to the number of sworn officer positions your agency has funded within its budget, including state, BIA, and locally-funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers. “Actual sworn force strength” refers to the actual number of sworn officer positions employed by your agency as of the date of the application.

**H. Civilian Staffing**

Enter the number of civilian positions funded in your agency’s fiscal year budget, both full-time and part-time.

**I. U.S. Department of Justice Funding**

Be advised that grantees may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please indicate from which other components of the Department of Justice your agency receives grant funding.

**Section 4: Executive Information**

Please ensure that information listed is current. If these officials are “Interim” or “Acting” at the time of application, check the appropriate box. Please note that this information will be used for any future correspondence regarding this grant application, and ultimately, if a grant is awarded, this information will be used for any grant award notifications.

**A. For Law Enforcement Agencies**

Enter the Law Enforcement Executive’s name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). If the grant is awarded, this position would ultimately be responsible for the programmatic implementation of the award.

**B. For Government Agencies**

Enter the Government Executive’s name and contact information. This is the highest ranking government official within your jurisdiction (e.g., Mayor, Municipal Administrator, Tribal Chairman, or equivalent). If the grant is awarded, this position would ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks or trustees) is not acceptable.

**Note:** Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.

## Section 5: COPS Officer Request

2013 CHP grant funds cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer for the three-year (36 months) grant period, with a minimum 25 percent local cash match requirement, up to a maximum federal share of \$125,000 per officer position. CHP grant funding will be based on your agency's current entry-level salaries and fringe benefits for full-time sworn officers.

All agencies' requests will be capped at no more than 5 percent of their actual sworn force strength as reported on the date of application. Agencies with a service population of 1 million or above may apply for up to 25 officer positions; however, agencies with a service population less than 1 million may apply for up to 15 officer positions. (When noting the service population of your jurisdiction, please note that the actual population and service population may or may not be the same. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police).) The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.

Based on the maximum number of positions that would be available if your agency were awarded funding, please identify how the requested positions would be allocated across the three specific hiring categories:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to the current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official grant award start date as it appears on your agency's award document. **Under 2013 CHP, new hires are not required to be military veterans.**
- Rehire officers laid off by any jurisdiction as a result of state, local, or BIA budget cuts. The rehired officers must be rehired on or after the official grant award start date as it appears on your agency's award document. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- Rehire officers who are (at the time of application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget cuts. Grantees will be required to continue funding the position(s) with local funding until the date of the scheduled lay-off(s). The date of the scheduled lay-off(s) and the number of positions affected must be identified in the CHP application. In addition, documentation must be maintained detailing the date(s) and reason(s) for the lay-off(s). Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled lay-offs are occurring for local economic reasons unrelated to the availability of CHP grant funds. Such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the lay-off(s); budget documents ordering jurisdiction-wide budget cuts; and/or notices provided to the individual officers regarding the lay-off(s).

CHP funds are awarded based on your agency's current entry-level full-time sworn officer salaries and fringe benefits package over a three-year period. Any additional costs higher than entry-level will be the responsibility of the grantee agency.

A grantee receiving CHP funding to rehire officers that are scheduled for lay-off must continue to fund the officers with local funds until the date of the scheduled lay-off. The grantee may rehire the officers with CHP funding on or immediately after the date of the scheduled lay-off. Unless required by a grantee's jurisdiction, the agency is not required to formally complete the administrative steps associated with the lay-off of the individual officers it is seeking to rehire so long as the agency can document that a final, approved budget decision was made to lay-off those individual officers on the identified lay-off date.

An applicant may not reduce its budget for sworn officers just to take advantage of the CHP grant. Any budget cut must be unrelated to the receipt of CHP grant funds (to avoid a violation of the nonsupplanting requirement).

When completing the questions about the number of CHP sworn officer positions your agency is requesting, please base your responses on your agency's current (at the time of application) needs for funding in the three hiring categories (new hires, rehires of previously laid off officers, and rehiring officers who are scheduled to be laid off on a specific future date). CHP grant awards will be made for officer positions requested in each of these three categories and recipients of CHP awards are required to use awarded funds for the specific categories awarded. If an applicant receives an award, and after receiving the award, needs to change the hiring categories, it must request a post-award grant modification and must receive prior approval before spending CHP funding. For additional information on modifying a CHP grant award, please contact the COPS Office Response Center at 800.421.6770.

Please note that although hiring military veterans as new hires is not a grant requirement under 2013 CHP, the COPS Office supports the Attorney General's commitment to hiring military veterans whenever possible. **To this end, applicants who commit to hiring or rehiring at least one military veteran (as defined in Appendix A) under 2013 CHP will receive additional consideration for CHP funding.** (Again, these military veterans may be in **any** of the three hiring categories, not just new hires.) The COPS Office recommends that applicants examine their internal hiring practices to ensure that an officer funded by a CHP award would meet the veteran requirement.

**If your agency is requesting officer position(s) in order to deploy School Resource Officers (SRO), then all of the officer position(s) requested must be used to deploy full-time SROs, as defined in Appendix A;** do not request more officer positions than your agency can expect to deploy in this capacity. If awarded a grant for SRO position(s), please note that the COPS Office requires that the officer(s) deployed into the SRO position(s) spend a minimum of 75 percent of their time in and around primary and/or secondary schools, working on youth-related activities. The time commitment of the funded officers must be above and beyond the amount of time that the agency devoted to the schools before receiving the grant. There must be an increase in the level of community policing activities performed in and around primary or secondary schools in the agency's jurisdiction as a result of the grant. **Additionally, you must select "School Based Policing through School Resource Officers" under "Child and Youth Safety Problems" as your problem area in Section 6B, Question 7, and complete the supplemental questions.**

## Section 6: Law Enforcement and Community Policing Strategy

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community, or enhance their involvement in community policing. Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.

In Section 6B the COPS Office requires all CHP applicants to describe how hiring additional officers will assist the applicant in implementing and/or enhancing community policing strategies. Please complete the questions in this section to describe the types of community policing activities that will continue or result from COPS funding. One of the criteria in receiving a CHP award is a minimum community policing score based on responses to this section; agencies that do not meet a minimum community policing score will not be considered for funding. Applications with a minimum community policing score reflect a basic existing commitment to community policing and a plan to enhance or build community policing capacity.

We understand that your community policing needs may change during the life of your grant. **Minor changes to this plan may be made without prior approval of the COPS Office; however, grantees will be required to report on progress and/or changes to the community policing plan (if any) through required progress reports. If your agency's community policing plan changes significantly, you must submit those changes to the COPS Office for approval.** Changes are "significant" if they deviate from the specific crime problems originally identified and approved in the community policing plan submitted with the application. In some cases, changes to the approved community policing strategies may also be deemed significant and may require approval of a modified community policing plan by the COPS Office, depending on the scope and nature of those changes as identified in the quarterly progress reports. **Please note that applicants that choose certain problem areas will not be able to change from these problem areas if awarded CHP funding (see below, Question 7).**

## **6B SECTION I: CURRENT ORGANIZATIONAL COMMITMENT TO COMMUNITY POLICING**

Section I aims to examine the current policies and practices within the agency as they relate to the three primary elements of community policing.

### **Question 1(a-f)**

Please indicate which of the following activities your agency currently employs focusing on community partnerships and problem solving. The community partnerships category refers to the forging of relationships between the law enforcement agency and the individuals and organizations they serve to collaboratively develop solutions to problems and increase trust in police. The problem solving category refers to the process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

### **Question 2**

The community policing philosophy focuses on the way that the departments are organized and managed and how the infrastructure can be changed to support the philosophical shift behind community policing. Question 2 aims to identify how your agency currently infuses community policing ideals internally within the agency. Please check which, if any, internal management practices your agency currently employs.

### **Question 3**

Community policing calls for a broadening of police outcome measures beyond that of the typical police performance. Question 3 examines the ways in which your agency currently assesses overall performance. Please indicate which of the following assessment measures your agency annually uses to assess performance.

### **Question 4**

Community policing is a collaborative effort between the law enforcement agency and the community it serves. The pathway of communication between the community and the law enforcement agency is paramount to the success of any community oriented policing strategy. Question 4 seeks to gain an understanding of the ways in which your agency shares information with the community it serves. Please indicate which of the following ways your agency routinely shares information with community members.

### **Question 5**

Community policing recognizes that police rarely can solve public safety problems alone, and encourages interactive partnerships with relevant stakeholders. Question 5 intends to explore the ways your agency routinely participates in collaborative efforts with federal, tribal, state, and/or local law enforcement agencies.

**Question 6**

Community policing advocates that the public should play a role in prioritizing public safety problems. Individuals who live, work, or otherwise have an interest in the community, are a valuable resource for identifying community concerns. Please identify which of the following ways your agency formally involves community members in influencing agency practices and operations.

**6B SECTION II(A): PROPOSED COMMUNITY POLICING PLAN – PROBLEM SOLVING AND PARTNERSHIPS**

Section II(A) aims to identify the specific problem you wish to address with COPS funding, the ways you identified and prioritized these public safety issues, and what organizations/agencies you intend to partner with in addressing the problem. This section also aims to determine the metrics used by your agency to evaluate whether the identified public safety problem is being adequately addressed, and what the goals of your agency are in responding to the identified public safety issue.

We strongly recommend agencies consult with their current and perspective partners in order to provide information about the most critical partnerships necessary to address the needs of the community. If awarded funds, your responses to sections II(A) and II(B) will constitute your agency's community policing plan under this grant.

**Question 7**

The community policing philosophy engages in a proactive and systematic examination of identified problems that can be countered with effective responses. Question 7 aims to identify the community problem you wish to address with COPS funding.

You will be allowed to select **one** problem that your community is facing. You should select only the problem that your agency believes it can best address with this funding. **At any time during your grant you need to be prepared to demonstrate how the grant funds were specifically used to enhance or initiate community policing activities according to your community policing plan.** After selecting your problem, you will answer **Questions 7a through 12.**

In **Question 7** please identify your problem by selecting a major problem heading (e.g., Violent Crime Problems). Once selected, a series of subheadings will be presented that narrow down the nature of the problem (e.g., Assault). Once you have selected the appropriate subheading, please describe the nature of your problem in the text box in precise, specific terms and in less than 50 characters. Examples have been provided to assist you with specifying the individual problems. Since community policing aims to develop solutions to the immediate underlying conditions contributing to your public safety problems, there may be a problem your agency wishes to address that is not reflected in the subheadings. If so, please identify the major heading that best fits your problem and under the "Other" subheading explain your problem. The COPS Office supports the Attorney General's priority goal of reducing violent crime, especially gun violence. **To this end, applicants who choose "Homicide," "Gun Violence," or "School Based Policing through School Resource Officers" as their problem area under 2013 CHP will receive additional consideration for CHP funding; however, if awarded CHP funding, they will not be able to change the problem area of their community policing plans post-award.**

Please note that any applicant that chooses to deploy their officer position(s) as School Resource Officers in Section 5 of this application **must** choose the "School Based Policing through School Resource Officers" problem area under "Child and Youth Safety Problems" and answer the supplemental questions.

In **Question 7a**, please describe the selected problem that you wish to address with COPS funding in 4,000 characters or less. This text will allow you to expand on the nature of your community's problem and breadth of your proposed project. Community policing entails collaborative efforts between law enforcement agencies and the community, so you will have an opportunity to expand on your proposed partners in another section of the application. This information is required and will be used for auditing and monitoring purposes.

A "yes" answer in **Question 7b** indicates that your agency will engage explicitly and actively in place-based approaches to the problem you described in Question 7a. Place-based approaches, including techniques known as hot-spot policing, refer to efforts to identify how a crime or disorder problem concentrates at specific geographic locations. Information about the geographic concentration of crime or disorder events can then become a focus of the problem-solving tactics or strategies. Place-based approaches can be used to identify intervention, prevention, or enforcement tactics/strategies to address the problem. Place-based approaches can also be used to assess the impact of place-based tactics/strategies. In **Question 7c** (if applicable), identify all of the activities your agency plans to engage in to address the targeted hot-spot area(s).

#### **Question 8**

Community policing encourages agencies to use problem solving techniques to identify and prioritize community problems. This process can consist of identifying a basic problem, determining the nature and seriousness of that problem, and establishing baseline measures to evaluate effective responses. Problem solving techniques aid in your community's ability to recognize which issues need the most resources. Please select which sources contributed to the identification and prioritization of the problem(s) your agency intends to address through this grant program. At least one response must be selected but you may select as many sources as necessary.

Other local non law enforcement government agency data could include information from Code Enforcement, Public Works, Schools, Parks and Recreation, etc.

#### **Question 9**

Analysis is a key part of the problem-solving process put forth by the community policing model. The objectives of analysis are to develop an understanding of the dynamics of the problem and the limits of current responses, as well as to establish correlation and develop an understanding of cause and effect. By analyzing your community's problem, you are better able to understand the needs of your community and thus determine the best ways to address these needs. Please identify which methods your agency will use to improve your understanding of the problem you will address. At least one response must be selected but you may select as many responses as needed.

#### **Question 10**

This question is aimed at determining the metrics used by your agency to evaluate whether the identified problem is being adequately addressed. Please check all the criteria your agency plans to use to determine whether the implemented response achieved the targeted outcomes.

#### **Question 11**

This question is aimed at assessing what the goals of your agency are in responding to the identified problem. Although an agency may have multiple goals, we are requesting that you identify your agency's primary goals, and limit it to the top three. **We also encourage your agency to create a system that documents progress toward achieving these identified goals.**

**Question 12**

Community Policing relies heavily on partnerships and relationships between law enforcement and the community it serves. Questions 12a–d are designed to understand these partnerships in greater detail. We strongly recommend agencies consult with their current and perspective partners to in order to provide information about the most critical partnerships necessary to address the needs of the community.

In **Question 12a**, please identify the number of partnerships your agency will initiate or enhance to address the identified problem.

For **Question 12b**, of the partners identified in 12a, name the most important external groups/ organizations your agency partners with to develop responses to this problem. You may only list three partners by name, but you may attach letters of support from any or all project partners.

In **Question 12c**, for each partner identified in 12b, please characterize the type of entity this partnership is. Choose the option that provides the closest description of the partner.

In **Question 12d** (if applicable), for any federal, state, tribal, or local law enforcement agencies you indicated as a partner, identify all the steps you have to take in order to formalize your enhanced or initiated partnership.

**6B SECTION II(B): PROPOSED COMMUNITY POLICING PLAN – ORGANIZATIONAL TRANSFORMATION**

As one of the three pillars of community policing, organizational change is integral to ensuring that your agency's management, structure, personnel, and information systems support, and ultimately help sustain and institutionalize community partnerships and proactive problem-solving efforts. These changes focus on the way that departments are organized and managed, and how the infrastructure and operations can be changed to support the philosophical shift behind community policing.

In this section, you will be asked to identify the organizational change(s) that your agency plans to focus on through your requested COPS funding. Identifying the specific organizational change(s) that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS funding under this program, and to ensure that ultimately the use of these funds will initiate or enhance your agency's overall capacity to implement community policing strategies.

**Questions 13–14**

**You may select** no more than two organizational changes which will be initiated or enhanced under both internal changes to personnel management (Question 13) and changes to agency management (Question 14). After identifying the organizational change(s) that you will address through your COPS grant, you will be asked to provide a brief (2,000 characters) description expanding on the nature of your planned organizational change activities.

Please be aware that your responses to these questions will become part of your agency's community policing plan under this grant, and your award will be monitored to ensure that the organizational change activities you identify are being initiated or enhanced as part of your community policing plan under this COPS grant. **Because these organizational changes can involve substantial effort and investment, we are limiting the organizational change options to no more than two under each section.**

## 6B SECTION III: GENERAL COMMUNITY SUPPORT AND ENGAGEMENT

Identifying the specific support and engagement(s) on which your agency plans to focus is important to ensure that you satisfy the requirements for COPS funding under this program. Section III aims to identify the partners your agency consulted with to develop your community policing plan, and to what extent your efforts will compliment other initiatives in your jurisdiction.

### Section 7: Need for Federal Assistance

In **Section 7A**, please note that the actual population and service population may or may not be the same. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police).

In **Section 7B** all applicants are required to explain their inability to address the need for this award without federal assistance. Please note that the character limit for this response is 3,000 characters.

When answering the set of questions under **Section 7C**, we strongly recommend that you consult with your jurisdiction's budgeting office or official, as some items relate to the overall jurisdiction's revenue, layoffs, furloughs and hiring freezes.

To the extent possible, all data should come from a publicly verifiable source. Supporting source documentation may be requested by the COPS Office. This information will be used to evaluate your jurisdiction's need for federal assistance to address its public safety needs. Jurisdictions applying to receive law enforcement services through a contract should answer these questions in terms of their jurisdiction and any existing contractual arrangements.

**Please note:** All figures must be rounded to the nearest whole dollar, or to the nearest whole percent.

#### Section 7C, Question 1

Please provide the total annual operating budget for your law enforcement agency for the current fiscal year, as well as the two previous fiscal years. For jurisdictions receiving services through a contract, the law enforcement operating budget should be the total amount your jurisdiction budgets for law enforcement services, not the operating budget of the agency providing services.

**Note:** If funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application.

#### Section 7C, Question 2

Please provide the total jurisdictional (city, county, state, tribal) locally-generated revenue for the current fiscal year, as well as the previous two fiscal years. These are revenues resulting directly—and only—from local sources, such as locally-generated property taxes, sales taxes, and other taxes and fees. For example, college/university departments would include tuition and fees, park police may include entrance and parking fees, etc. Do not include in this total any revenue that is not generated locally, such as state and federal grants.

**Section 7C, Question 3**

Please indicate the percentage of employees in your jurisdiction (city, county, state, tribal) that have been reduced through lay-offs from January 1, 2012, until the submission of this application.

For example, if your agency laid off 10 percent of its civilian law enforcement personnel on July 1, 2012, and further anticipates another 10 percent lay-off to its civilian law enforcement personnel by August 17, 2013, you would only include the 10 percent that were laid off at the time of the application.

If your jurisdiction contracts for law enforcement services, please answer this question in terms of your jurisdiction and existing contract arrangements. For example, if the agency providing services has laid-off officers, but this has not impacted your contract, you would report 0 percent for sworn lay-offs.

**Section 7C, Question 4**

Please indicate the percentage of employees in your jurisdiction (city, county, state, tribal) that have been reduced by furloughs since January 1, 2012. The COPS Office is only requesting information on furloughs that total at least 40 hours per person, per fiscal year.

For example, if your agency requires that every sworn employee take one hour per week off (furlough) for one year, each employee would be furloughed for 52 hours of time across the fiscal year. Therefore, since this is greater than the 40 hours per person per fiscal year threshold for reporting furloughs, you would indicate a 100 percent furlough rate for sworn law enforcement officer personnel.

If your jurisdiction contracts for law enforcement services, please answer this question in terms of your jurisdiction and existing contract arrangements. For example, if the agency providing services has reduced their employees through furlough, but this has not impacted your contract, you would report 0 percent furlough rate for sworn law enforcement officer personnel.

**Section 7C, Question 5**

Please indicate the percentage of employees in your jurisdiction that have been reduced due to official policies that limit your jurisdiction's ability to fill vacancies. Please do not report your vacancy rate, which may include normal vacancies due to hiring and training delays. Only report those vacancies resulting from official policies that limit your jurisdiction's ability to fill vacancies, such as hiring freezes.

For example, agency A has an authorized sworn strength of ten, but the actual current sworn strength is nine. The city mandated that the department is under a temporary hiring freeze and cannot backfill the one vacant position allowed under its authorized sworn strength. The percentage of sworn law enforcement personnel not hired due to official policies such as a hiring freeze would be reported as 10 percent.

Agency B has an authorized sworn strength of ten, but the actual current sworn strength is eight. The city mandated that the department could not fill one of the vacancies due to a hiring freeze, but is allowing the department to fill the other vacancy (though this position has not been hired due to recruitment challenges). The percentage of sworn law enforcement personnel not hired due to official policies would be reported as 10 percent, even though the total vacancy rate is 20 percent.

If your jurisdiction contracts for law enforcement services, and a hiring freeze in your jurisdiction has also frozen vacant positions on your contract, you would report that percentage only, not the total number of frozen positions within the agency providing services.

**Section 7C, Question 6**

To determine your jurisdiction's percentage of individuals in poverty as established by the U.S. Census Bureau, you must visit the U.S. Census Bureau's American FactFinder website at <http://factfinder2.census.gov/>. At the top of the main page, enter your city/town/county, select your state and click "Go." When the Fact Sheet for your jurisdiction appears, look for the links on the left-hand side and click on the link for "Poverty." The number that appears at the top of the main box is the percentage of individuals in poverty; report this number in your application.

For jurisdictions not in the census, such as colleges/universities, parks, or transit, please check "Not Applicable."

**Section 7C, Question 7**

To determine your jurisdiction's unemployment rate as established by the Bureau of Labor Statistics, you must visit the Bureau's Local Area Unemployment Statistics (LAUS) program website at [www.bls.gov/lau/data.htm](http://www.bls.gov/lau/data.htm). Please note, for the CHP application you must provide the January 2013 unemployment rate.

The LAUS data page includes comprehensive instructions on multiple methods of searching. One option is to click the button marked "One Screen Data Search." When the search window appears, select your state (for example, "Oregon"), and then your area type (for example, "cities and towns above 25,000 population"), and then your specific city (for example, "Salem"). Then click on the button, "Get Data." The results screen will show the monthly unemployment rate for every month going back to January of 1998. Please scroll to the bottom of the table to find the unemployment rate (in the last column) for January 2013 and enter this number.

IF YOUR JURISDICTION HAS LESS THAN 25,000 IN POPULATION, it may not be possible to calculate the monthly unemployment rate for your jurisdiction. [A notable exception would be that LAUS includes all cities and towns in the New England region regardless of size.] If your jurisdiction does not appear in the LAUS data, please provide the next best reportable level of data. This could be the surrounding county or multi-entity small labor market area, as appropriate.

For jurisdictions not in the census, such as colleges/universities, parks, or transit, please check "Not Applicable."

**Section 7C, Question 8**

If applicable, please select the event(s) that your jurisdiction experienced on or after January 1, 2012.

**Section 7D: Property/Violent Crime**

Using Uniform Crime Reporting (UCR) crime definitions, enter the actual number of incidents reported by your agency in calendar years 2010, 2011, and 2012. **Only those incidents for which your agency had primary response authority should be provided.** For example, state police and county sheriffs should only count crimes that are reported directly to them as the agency with primary response authority and not necessarily all crime reported in their state or county, even if they provide assistance or backup for these incidents.

**If you contract for law enforcement services with another agency,** report only those UCR crimes that occurred within your jurisdiction. Do not report crimes that your contractor agency responded to while serving areas outside of your contract.

**If you are a law enforcement agency affiliated with an educational institution** (e.g., a university/college police department or school district police department), report only those UCR crimes for which your agency was the primary responding law enforcement agency. Generally, this is restricted to crime committed on campus areas. Do not report UCR data for the municipality or county in which your educational institution is located and do **not** report crimes for which another agency was the primary responding law enforcement agency.

**If your agency is a NIBRS reporting agency**, please ensure that your data is reported in UCR Summary Data style.

**If your agency does not officially report to UCR or to NIBRS**, please enter the actual number of incidents reported by your agency in each calendar year as reported in your agency's official end-of-year statistical report. Please ensure that these statistics are recorded according to the UCR Hierarchy rule (see page 10 of the UCR Handbook, which is available at [www.fbi.gov/ucr/handbook/ucrhandbook04.pdf](http://www.fbi.gov/ucr/handbook/ucrhandbook04.pdf)).

**Please note:** For agencies that report regularly to the UCR, the expectation is that the figures reported here closely correspond to the UCR Part I crime data your agency reported to the FBI for the specified calendar years. Any major variations between official FBI data and data submitted with this application may affect your agency's eligibility and/or affect its score and ranking on this application.

## **Section 8: Continuation of Project after Federal Funding Ends**

All applicants are required to affirm that their agency plans to retain all officer positions awarded following the expiration of the CHP grant and identify their planned source(s) of retention funding. Agencies applying for CHP funding are committing to retain each officer position awarded for at least 12 months following the conclusion of 36 months of federal funding for that position. Agencies that do not plan to retain all officer positions under this grant program at the time of application are ineligible to apply for CHP funding.

The retention requirement cannot be satisfied through attrition. The retained CHP-funded officer positions should be added to your agency's law enforcement budget with state and/or local funds for at least 12 months, over and above the number of locally-funded officer positions that would have existed in the absence of the grant.

At the conclusion of federal funding, agencies that fail to retain the additional officer positions awarded under the CHP grant may be ineligible to receive future COPS grants for a period of one to three years.

Please complete Section 8A to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal support.

## **Section 9: School Safety Assessment – Not Applicable**

## **Section 10: Executive Summary – Not Applicable**

## **Section 11: Project Description (Narrative) – Not Applicable**

## Section 12: Official Partner(s) Contact Information

The COPS Office asks that all applicants who choose “School Based Policing through School Resource Officers” as their problem area under CHP to provide contact information for each school partner (if known at time of application) where they intend to deploy the SROs. While this information is not required at the time of application, it will be required for any agency that is subsequently awarded CHP funding for officers to be deployed as SROs.

## Section 13: Application Attachments

This section should be used to submit any mandatory and/or optional application attachments that may be applicable to your agency. For example, this may include additional Disclosure of Lobbying Activities forms if required (see Section 16 of this application guide for more information). In addition, this section should be used by applicants who are unable to certify any of the statements in the Certifications form located in Section 15, and are required to attach an explanation.

If your agency chooses “School Based Policing through School Resource Officers” as your problem area in Section 6B, and already has a Memorandum of Understanding (MOU) in place that is applicable to the partnership if the grant is awarded, this MOU may be submitted with the grant application as an attachment; it is not required to apply. However, to ensure collaboration between the law enforcement agency applying for CHP funding and the educational community, an agency that is awarded CHP funding for officers to be deployed as SROs will be required to submit an MOU to the COPS Office prior to implementing its CHP grant. The MOU is an agreement among parties that defines the roles and responsibilities of the individuals and partners involved, including SROs, school administrators, law enforcement and education departments, students, and parents. The MOU should explicitly state the proposed programs and daily activities that the SRO will develop and/or administer. It should also address the policies/procedures and the extent to which information will be shared between the law enforcement agency and school or school district partners throughout the course of the grant. The MOU should be signed by the law enforcement executive and designated representative for the school or school district who has general educational oversight within that jurisdiction.

**[Please note that when attaching files to your COPS application the following file types are acceptable: standard Doc/Docx, PDF, or xls/xlsx.]**

## Section 14: Budget Detail Worksheets

### Instructions for Completing the Budget Detail Worksheets

The following Budget Detail Worksheets are designed to allow all COPS grant and cooperative agreement applicants to use the same budget forms to request funding. Please refer to the Allowable/Unallowable Costs section of this program guide, since these costs vary widely among programs.

To assist you, sample Budget Detail Worksheets are included in this Application Guide.

Please complete each section of the Budget Detail Worksheets as applicable. If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

All calculations should be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

If you need assistance in completing the Budget Detail Worksheets, please call the COPS Office Response Center at 800.421.6770.

### Applicable Budget Worksheets under CHP: A, Parts 1, 2, and 3 (if local match is required)

#### A. Sworn Officer Positions

**Instructions:** This worksheet will assist your agency in reporting your agency's current *entry-level* salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits *rounded to the nearest whole dollar* for one full-time sworn officer position within your agency. Please list only your agency's contribution of each fringe benefit item; do not include employee contributions. Please refer to the program-specific Application Guide for information on the length of the grant term for the program under which you are applying.

Complete the Budget Detail Worksheet based upon your agency's current first-year full-time entry-level salaries and fringe benefits for your locally-funded officers. Increases for Year 2 and Year 3 will need to be projected to complete the total three-year full-time entry-level salary and fringe benefits per officer request.

Please note that even if your agency is applying only for funds to rehire experienced officers who have been or are scheduled to be laid off, you must complete your budget request based on your current full-time entry-level salaries and fringe benefits. Any additional costs higher than entry-level for rehired officers must be paid with local funds.

**Special note regarding sworn officer fringe benefits:** For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not be repeated in the separate fringe listing (Part 1, Section B).

Aside from Social Security, Medicare, health insurance, and life insurance, the following are allowable fringe benefits:

- |   |   |
|---|---|
| 1. Dental Insurance   | 11. Accidental Death and Disability         |
| 2. Vision Insurance   | 12. 401K Plan                               |
| 3. Prescription Drugs   | 13. Liability Insurance                     |
| 4. Sick Days (if not included in base salary—<br>calculate using 8-hour workdays)     | 14. Shift Differential Payments             |
| 5. Vacation Days (if not included in base salary—<br>calculate using 8-hour workdays) | 15. Accident Insurance                      |
| 6. Holiday Pay  | 16. Bonding Insurance                       |
| 7. Retirement Pension   | 17. Police Trust                            |
| 8. Worker's Compensation  | 18. State Funded Retirement System          |
| 9. Unemployment   | 19. Professional Liability Insurance        |
| 10. Disability Insurance  | 20. Federal Unemployment Tax Act (FUTA) Tax |
|   | 21. Survivor Benefit                        |

Other benefits, such as training, equipment (e.g., uniforms, weapons, or vehicles), severance pay, and hazard pay, are not allowed. The COPS Office will not pay for any fringe benefits not listed, and if your agency pays those benefits for locally-funded officer positions, your agency will be required to do so for CHP-funded officer positions with local funds.

Please review your agency's current entry-level salary and benefits costs and identify your agency's total three-year salary and benefits request per officer position. Be mindful that all 2013 CHP total three-year salary and benefits requests will be capped at \$125,000 per officer position. Please ensure that the base salary and all fringe benefits entered into your application are accurate prior to submitting your application.

#### **Sample Budget Detail Worksheet**

The sample Budget Detail Worksheet that is included has been completed to assist you in submitting your budget information.

### **Budget Worksheet Part 1: Full-Time Sworn Officer Information**

#### **Section A:**

The agency entered \$36,000.00 as the annual first-year entry-level base salary (referred to as annual base salary or "ABS") of a full-time sworn officer position in its department. The ABS cannot be higher than what the agency currently pays for this position locally. Your agency should only provide the ABS for one position in this section; the agency will have the opportunity in Section C to indicate the total number of positions being requested.

#### **Section B:**

Social Security cannot exceed 6.2 percent of the ABS. In the sample, the agency entered zero and checked the "Exempt" box. Agencies that pay a fixed rate that is less than 6.2 percent should check the "Fixed Rate" box.

Medicare cannot exceed 1.45 percent of the ABS. In the sample, the agency entered the maximum allowable amount of \$522.00 ( $\$36,000.00 \times 1.45\% = \$522.00$ ).

For health insurance, life insurance, vacation, sick leave, retirement, worker's compensation, and unemployment insurance, agencies should indicate the dollar amount and percentage of the ABS that it pays for fringe benefits in the first year for a full-time entry-level sworn officer position. For worker's compensation and unemployment insurance, agencies may indicate that they are exempt by checking the appropriate box.

There are several other fringe categories that are allowable under this grant program, and they are listed in the drop-down menu. Your agency can pick as many of the categories as are applicable to your agency and fill in the dollar amount and percentage of the ABS for each one.

In the sample, the agency entered \$16,362.00 for the total first-year entry-level fringe benefits for a full-time sworn officer position in its department.

#### **Section C:**

The Budget Worksheet will automatically calculate the total Year 1 salary and fringe benefits for one entry-level full-time sworn officer position for your agency in Section C, which for the sample equals \$52,362.00.

For Year 2 and Year 3, agencies are required to provide projections for the salary and fringe benefits for an entry-level full-time officer position. Agencies are also required to maintain records documenting how it calculated its projections. There are many ways that an agency may calculate and document the salary and fringe benefits projections. For example, the figures can be based on a contractual agreement that guarantees cost of living or other increases; budget projections that the agency is using to calculate other salaries and fringe benefits for future years; or the average percentage increase in salaries and benefits that the agency experienced over the last five years. The important thing is that your agency estimates the costs to the best of its ability and keeps the supporting documentation in your agency's grant file in case of future audit or monitoring of your CHP grant.

For Year 2, the agency estimated the salary at \$37,080 and fringe benefits at \$16,853. For Year 3, the agency estimated the salary at \$38,192 and fringe benefits at \$17,359.

Based on the figures for Year 1, 2, and 3, the Budget Worksheet will automatically calculate the total three-year salary and fringe benefits. In addition, the Budget Worksheet will automatically calculate total project costs based on the number of officer positions your agency requested in the application.

Please note that the COPS Office uses the information provided in the Budget Worksheet to determine the amount of your CHP grant, if awarded, so your agency must ensure that the figures are accurate.

### **Budget Worksheet Part 2: Sworn Officer Salary Information**

All agencies that have an estimated increase in salaries and/or fringe benefits over the life of the grant are required to provide a reason(s) why. Agencies should check all the boxes that apply. In the sample, the agency checked that the increases were due to cost of living adjustments and step raises.

### **Budget Worksheet Part 3: Federal/Local Share Costs (for Hiring Grants)**

The first chart in Part 3 will indicate the total salary and benefits for the three-year grant period, and the required local share. The minimum local match requirement is 25 percent of the total project cost, and the cap on the amount of funding that can be requested per officer position is \$125,000 over three years (36 months). Any additional cost above the local match and officer funding cap will be the responsibility of the grantee agency. Grantees are also required to pay a progressively larger share of the cost of the grant with local funds over the grant period. The second chart is a projection of the planned federal and local shares of the total project costs over the three-year period of the grant; while your agency may deviate from these specific projections during the grant period, it must still endure that the federal share decreases and the local share increases.

### **Budget Worksheet Part 4: Waiver of the Local Match**

The COPS Office may grant a waiver of some or all of a grantee's local match requirement. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of severe fiscal distress as supported by the fiscal health data provided in Section 7 of this application, and comparison of your fiscal health data with that of the overall 2013 CHP applicant pool. Therefore, you should carefully determine the maximum local share your agency would be able to contribute if awarded. If your agency requests a waiver, you must respond to Question 1b of the application. Please indicate if we should continue to consider your application if the waiver request is not granted or whether it should be removed from consideration once that determination is made. If your application is funded, but for a reduced number of officer positions, the percentage of local share provided above will be applied to the total project cost of the awarded officers.

### **Budget Summary**

The Budget Summary will automatically calculate total project costs based on the figures provided in the Budget Worksheet and the number of officer positions requested in the application. It will also calculate the amount of the local match requirement. If your agency requested a waiver of the local match, the federal and local share will be calculated based on the waiver request.



ORI# \_\_\_\_\_

Standard Application Forms

**Part 2: Sworn Officer Salary Information**

If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reason(s) why in the space below:

- Cost of living adjustment (COLA)       Step raises       Change in benefit costs

**Part 3: Federal/Local Share Costs (for Hiring Grants)**

If the COPS Hiring Grant Program requires a local match, the grantees are required to pay a progressively larger share of the cost of the grant with local funds over the grant period. Please refer to the program-specific Application Guide to determine if this section is applicable. This means that your local match must increase each year, while the federal share must decrease. Please project in the chart below how your agency plans to assume a progressively larger share of the grant costs during each year of the program. The chart is a projection of your plans; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases.

	Year 1	Year 2	Year 3
<b>Federal Share</b>	\$ 52,362.00	\$ 53,933.00	\$ 55,551.00
<b>Local Share</b>	\$	\$	\$
<b>Totals</b>	\$ 52,362.00	\$ 53,933.00	\$ 55,551.00

<b>Total salary and benefits for years 1, 2 &amp; 3 (all positions):</b>	\$ 485,538.00
<b>Total federal share:</b>	\$ 485,538.00
<b>Total local share required (sworn officer costs):</b> (Based on Years 1, 2 & 3 costs for all sworn positions)	\$

ORI# \_\_\_\_\_ Standard Application Forms

**BUDGET SUMMARY**

**Instructions:** Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, click the “Edit” button for that category.

*Note: Agencies applying for Secure Our Schools (SOS) must enter a “Total Local Share Amount” percentage of 50% in the designated area below. Applicants for all other Fiscal Year 2011 COPS Grants are not required to provide a local match.*

	<b>Budget Category</b>	<b>Category Total</b>	<b>Edit</b>
<b>A.</b>	<b>Sworn Officer Positions</b>	\$ 333,816.00	
<b>B.</b>	<b>Sworn Officer Fringe Benefits</b>	\$ 151,722.00	
<b>C.</b>	<b>Civilian/Non-Sworn Personnel</b>	\$	
<b>D.</b>	<b>Civilian/Non-Sworn Fringe Benefits</b>	\$	
<b>E.</b>	<b>Equipment/Technology</b>	\$	
<b>F.</b>	<b>Supplies</b>	\$	
<b>G.</b>	<b>Travel/Training</b>	\$	
<b>H.</b>	<b>Contracts/Consultants</b>	\$	
<b>I.</b>	<b>Other Costs</b>	\$	
<b>J.</b>	<b>Indirect Costs</b>	\$	
	<b>Total Project Amount:</b>	\$ 485,538.00	
	<b>Total Federal Share Amount:</b> <small>(Total Project Amount X Federal Share Percentage Allowable)</small>	\$ 485,538.00	100 %
	<b>Total Local Share Amount (If applicable):</b> <small>(Total Project Amount - Total Federal Share Amount)</small>	\$	%

**Contact Information for Budget Questions**

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Authorized Official’s Typed Name: John Doe

Title: Chief

Phone: (123) 456-7890

Fax: (123) 789-6541

E-mail Address: John.Doe@apd.org

## Section 15: Assurances and Certifications

Applicants to COPS programs are required to sign and submit the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

## Section 16: Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to complete the disclosure form. If you need to submit additional forms, please submit them as attachments to your application online in Section 13: Application Attachments.

## Section 17: Reviews and Certifications

Please be advised that an application may not be funded and, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a Department of Justice grant review or audit.

Applicants must certify whether or not their agency will use COPS grants funds (if awarded) to operate an interjurisdictional criminal intelligence system. If yes, the applicant assures the COPS Office that it will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the Law Enforcement Executive/Agency Executive, Government Executive/Financial Official, and the Person Submitting this Application on the Reviews and Certifications represent to the COPS Office that:

- a) the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity;
- b) the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide, the COPS Grant Owner's Manual, Assurances, Certifications and all other applicable program regulations, laws, orders, and circulars;
- c) the applicant understands that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government; AND
- d) the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

The signatures of the Law Enforcement Executive/Agency Executive and the Government Executive/Financial Official in the application must be the same as those identified in Section 4 of the application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

### **Section 18: Application Data Verification – Not Applicable at Time of Application**

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed, and/or updated. Failure to respond to the request may eliminate the application from 2013 funding consideration. The purpose of this section is to confirm that the person reviewing, confirming, an/or updating the data is authorized by the appropriate governing body to act on behalf of the grant applicant entity, that the information provided, including any amendments, be treated as material representations of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant, and that the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or other remedy available to by law to the federal government.

## APPENDIXES

### Appendix A: Glossary of COPS Program Terms

The following information is provided to assist you with the completion of your COPS grant program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800.421.6770.

**Allowable Costs:** Allowable costs are costs that will be paid for by this grant program.

**Authorized Officials:** The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your grant award. For law enforcement agencies, the listed Law Enforcement Executive (usually Chief of Police, Sheriff, etc.) and the Government Executive (usually Mayor, Board President, etc.) are your agency's authorized officials.

**Authorized Organizational Representative (AOR):** A person authorized by your E-business POC to submit application to Grants.gov. This privilege should be provided only to those individuals who currently have signature authority for submitting grant applications. The name of the individual designated as an AOR will be populated by the Grants.gov system in grant application package forms, which require signatures. An organization can assign as many AORs to use Grants.gov as necessary.

**Award Start Date:** This is the date on or after which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. If awarded, the award start date is found on your grant Award Document. Grantees may not make any purchases or hire any positions prior to this date without written approval from the COPS Office.

**Career Law Enforcement Officer:** The COPS Office statute defines a "career law enforcement officer" as a person hired on a permanent basis who is authorized by law, or by a state or local public agency, to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

**Catalog of Federal Domestic Assistance (CFDA):** The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a "CFDA number," which is used by auditors to track grant revenues under the Single Audit Act. It is also used in participating states by State Single Points of Contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for all COPS programs is 16.710.

**Closeout:** The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

**Cognizant Federal Agency:** The federal agency that generally provides the most federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB).

**Community Oriented Policing:** Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

**Consortium:** A consortium is a group of two or more governmental entities that agree to form a partnership to provide law enforcement services to their constituent communities.

**COPS Office:** The Office of Community Oriented Policing Services (COPS Office) is the office within the U.S. Department of Justice that, if awarded, is your “grantor” or “awarding” agency for your COPS grant or cooperative agreement. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 800.421.6770.

**COPS Office Finance Staff:** The COPS Office Finance staff handle your agency’s financial and budgetary needs related to your application. A Staff Accountant is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your grant, if awarded. To identify your Staff Accountant, please call the COPS Office Response Center at 800.421.6770, or visit the COPS website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

**DUNS Number:** DUNS stands for “data universal numbering system.” DUNS numbers are issued by Dun & Bradstreet (D&B) and consist of either nine or thirteen digits. If your institution does not have one, call 866.705.5711 to receive one free of charge. You can also request or renew your DUNS number online at [www.dnb.com/us](http://www.dnb.com/us).

**E-Business Point of Contact (POC):** Person who will designate which staff members can submit applications electronically. When you register with SAM, your institution will be asked to designate an E-Business POC.

**Federally Recognized Tribe:** Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally recognized Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only Federally Recognized Tribes are eligible to apply for COPS tribal grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631 - MIB, 1849 C Street, N.W., Washington, DC 20240, 202.208.2475.

**GNIS ID:** The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the Feature ID, which is the only standard federal key for integrating or reconciling feature data from multiple datasets.

**Grant Number:** If awarded, the grant number identifies your agency’s specific grant, and can be found on your grant Award Document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks grant information based upon this number.

**Hire:** Under the CHP grant, applicants may request funding to hire new, full-time officer positions, including filling existing officer vacancies that are no longer funded in the law enforcement budget. CHP program funding is based on an agency’s entry-level full-time salaries and fringe benefits. Any additional (higher than entry-level) salaries and fringe benefits must be paid by the recipient agency with local funds.

**Interjurisdictional Criminal Intelligence System:** is generally defined as a system which receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (such activities may include, but are not limited to, loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions.

**Local Area Unemployment Statistics (LAUS):** The Bureau of Labor Statistics' LAUS program provides monthly estimates of unemployment for communities. For more information and detailed instructions for looking up your local area's unemployment rate, please visit [www.bls.gov/lau/data.htm](http://www.bls.gov/lau/data.htm).

**Local Budget Cycle:** Your agency's fiscal year. Some common examples include January 1 to December 31, October 1 to September 30, and July 1 to June 30. Some local budget cycles may extend up to 24 months.

**Matching Funds:** What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

**Military Veteran:** Under the FY2013 COPS Hiring Program, a military veteran is defined as an individual who has served on active duty at any time in the armed forces for a period of more than 180 consecutive days, any part of which occurred on or after September 11, 2001, and who has been discharged or released from active duty in the armed forces under honorable conditions.

**National Incident-Based Reporting System (NIBRS):** A comprehensive reporting database. Agencies provide individual records for eight index crimes and 38 other offenses.

**Obligation of Funds:** If this application is awarded, the COPS Office "obligates" federal funds when the grant Award Document is signed by the Director or his/her designated official. For the grantee, grant funds are "obligated" when monies are spent directly on purchasing items approved under the grant or cooperative agreement. The term encumbrance is often times used at the local and state levels to describe this type of transaction. Liquidated obligations are considered cash outlays or monies actually spent. Unliquidated obligations are obligations incurred and recorded but not yet paid (accrual basis of accounting) or not yet recorded and not yet paid (cash basis of accounting).

**OJP Vendor Number/EIN Number:** This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number. If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Chief Financial Officer will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.

**ORI (Originating Agency Identifier) Number:** This number is assigned by the FBI and is your agency's originating agency identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number and we will be able to assist you. If you are a previous COPS grant recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

**Primary Law Enforcement Authority:** An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only: respond to or investigate specific type(s) of crime(s); respond to or investigate crimes within a correctional institution; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.

**The Public Safety Partnership and Community Policing Act of 1994:** The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

- Increase the number of community policing officers on the beat.
- Provide additional and more effective training to law enforcement officers to enhance their problem-solving, service, and other skills needed in interacting with members of the community.
- Encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime.
- Encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

**Rehire:** Under the CHP grant, applicants may request funding to rehire full-time officers who have already been laid off and/or are currently scheduled to be laid off on a specific future date as a result of state, local, or tribal budget reductions. A grantee may use CHP funding to rehire an experienced full-time officer, but any additional costs higher than entry-level that your agency pays the rehired officer must be paid with local agency funds, not CHP funds.

**Retention:** CHP grantees are required to retain all full-time officer positions awarded for at least 12 months at the conclusion of 36 months of grant funding for each CHP position. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds, over and above the number of locally-funded officer positions that would have existed in the absence of the grant. Absorbing CHP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

**School Resource Officer (SRO):** A career law enforcement officer, with sworn authority, deployed in community-oriented policing, and assigned by the employing police department or agency to work in collaboration with schools and community-based organizations to (a) address crime problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school; (b) to deploy or expand crime prevention efforts for students; (c) to educate likely school-age victims in crime prevention and safety; (d) to develop or expand community justice initiatives for students; (e) to train students in conflict resolution, restorative justice, and crime awareness; (f) to assist in the identification of physical changes in the environment that may reduce crime in or around the school; and (g) to assist in developing school policy that addresses crime and to recommend procedural changes.

**System for Award Management (SAM):** Institutions applying for any type of award from the federal government must register with SAM. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their SAM at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

**Supplanting:** COPS grant funds may not be used to pay for personnel and/or other items (e.g., equipment, technology, supplies, travel, or consultants) that the grantee agency committed to fund with state, local, or Bureau of Indian Affairs funds. Instead COPS grant funding must be used to pay for personnel and/or other items over and above what the grantee agency's budget otherwise funded or would have funded for such costs in the absence of grant funding.

## Appendix B: Intergovernmental Review Process, Points of Contact by State

Executive Order 12372 requires applicants from state and local units of government, or other organizations or individuals providing service within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372. The Catalog of Federal Domestic Assistance reference for this program is number 16.710 "Public Safety and Community Policing Grants."

A current list of state SPOCs is listed at [www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html). States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC.

## Appendix C: Federal Funding Accountability and Transparency Act (FFATA): Reporting Subaward and Executive Compensation Award Term

### a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

### 2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to [www.fsrs.gov](http://www.fsrs.gov).

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at [www.fsrs.gov](http://www.fsrs.gov) specify.

### b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm).)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile at [www.sam.gov](http://www.sam.gov).
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. *Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm).)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions* If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. Entity means all of the following, as defined in 2 C.F.R. part 25:

- i. A governmental organization, which is a state, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A federal agency, but only as a subrecipient under an award or subaward to a non-federal entity.

2. *Executive means officers, managing partners, or any other employees in management positions.*

3. *Subaward:*

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. II .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient means an entity that:*

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the federal funds provided by the subaward.

5. *Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 C.F.R. 229.402(c)(2)):*

i. *Salary and bonus.*

ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

v. *Above-market earnings on deferred compensation which is not tax-qualified.*

vi. Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites, or property) for the executive exceeds \$10,000.

## Appendix D: System for Award Management (SAM) and Universal Identifier Requirements Award Terms

The following award terms will be incorporated in all COPS awards made on or after October 1, 2010:

### I. System for Award Management Registration and Universal Identifier Requirements

#### A. Requirement for System for Award Management (SAM) Registration

Unless you are exempted from this requirement under 2 C.F.R. 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

#### B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

#### C. Definitions

For purposes of this award term:

1. *System for Award Management (SAM)* means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at [www.sam.gov](http://www.sam.gov)).
2. *Data Universal Numbering System (DUNS) number* means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866.705.5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 C.F.R. part 25, subpart C:
  - a. A governmental organization, which is a state, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A federal agency, but only as a subrecipient under an award or subaward to a non-federal entity.
4. *Subaward*:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec.II.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. *Subrecipient means an entity that*:
  - a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the federal funds provided by the subaward

## Appendix E: Step-by-Step Instructions for Two-Part Application Submission Process

### FY2013 COPS Grant On-line Application Procedures

Note: If your agency has previously applied for grants using Grants.gov, and you already have an account set up with your username and password, please skip Step 1 and proceed to Step 2. For additional instructions on how to register with Grants.gov please visit

[www07.grants.gov/applicants/get\\_registered.jsp](http://www07.grants.gov/applicants/get_registered.jsp).

#### STEP 1

Please click the link below for details on how to register with Grants.gov.

Steps for registering with Grants.gov  
[www.grants.gov/assets/OrgRegUserGuide.pdf](http://www.grants.gov/assets/OrgRegUserGuide.pdf).

#### STEP 2

##### Submitting a COPS Grant Application Using Grants.gov

1. Log into [www.grants.gov](http://www.grants.gov).
2. Scroll to the center of the page and click the "Apply for Grants" link in the center of the page.
3. Click on the "Download a Grant Application Package" link.
4. Scroll down to the **Funding Opportunity Number Box**, and enter **COPS-Hiring-Program-Application-2013**. Then click on

**Download Package**

5. Click the "Download" link at the bottom right of the page, under the **Instructions & Application** heading.
6. To view the SF-424 instructions, click the "Download Application Instructions" link.
7. To start the application, click the "Download Application Package" which is the second link.
8. Enter an **Application Filing Name** of your choice (e.g., agency legal name and program type for which you are applying) into the Application File Name Text Box, which is highlighted yellow with red border.
9. In the **Mandatory Documents** field:
  - a) Select the Application for Federal Assistance (SF-424) document, then click on the

**Move Form to Complete**

button, so that the form appears under the **Mandatory Documents for Submission** field.

- b) Select “COPS Short Application Attachment to SF-424”, then click the

**Move Form to Complete**

button, so that the form appears under the **Mandatory Documents for Submission** field.

10. Select the **Application for Federal Assistance** and click on the

**Open Form**

button. Be sure to fill in all required fields on the displayed documents, which are highlighted yellow with red borders. Lastly, select the program to which you are applying and enter/re-enter a correct ORI.

11. Click the **Save** button at the very top of the document.

12. In the **Save As** dialogue box:

- a) Select a location that is easy to find within your computer (e.g., Desktop or My Documents).  
b) Select the **Save** button to save the file to your selected location on your computer.

*\*\* Note: You will be required to save this document twice. You may either save it in the same location which will overwrite the first one or save it in a different location for redundancy.*

13. Click on the **Save & Submit** button at the top of the document.

14. In the **Save As** dialogue box:

- a) Select a location that is easy to find within your computer (e.g., Desktop or My Documents).  
b) Select the **Save** button to save the file to your selected location on your computer.

15. Enter your Username and Password for the Authorized Organizational Representative (AOR). This is set up while registering with Grants.gov.

16. Wait until Confirmation Page appears to close the document.  
Take note of the grant ID number provided by Grants.gov for your file.

17. After the SF-424 has been successfully submitted you will receive three e-mails from Grants.gov:

- a) One e-mail thanking the applicant for submission.  
b) A second e-mail confirming Grants.gov validation.  
c) A third e-mail stating the application was received by the agency.

18. Within one business day you will then receive an e-mail from the COPS Office, either:
- An e-mail stating your application passed the COPS validation and providing a link to the COPS Application Program System (CAPS).

Or

- An e-mail stating that the COPS validation failed and that the issues must be corrected and resubmitted.

### Correcting COPS Validation Errors

- Open the application that was saved in step 12 above.
- Edit fields that had errors.
- Select the  button.
- In the  dialogue box:
  - Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
  - Select the  button to save the file to your selected location on your computer.

Overwrite the existing application or save as a different file name on your computer.

- Enter your Username and Password for the AOR account.
- Wait until the Confirmation Page appears to close the document.  
Take note of the new grant ID number provided by Grants.gov for your file.
- After the SF-424 has been successfully submitted you will receive three e-mails from Grants.gov.
  - One e-mail thanking the applicant for submission.
  - A second e-mail confirming Grants.gov validation.
  - A third e-mail stating the application was received by the agency.
- Within one business day you will then receive an e-mail from the COPS Office, either:
  - An e-mail stating your application passed the COPS validation and providing a link to the COPS Application Program System (CAPS).

Or

- An e-mail stating that the COPS validation failed and that the issues must be corrected and resubmitted.

## **PAPERWORK REDUCTION ACT NOTICE**

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street, N.E., Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098 and the expiration date is 02/29/2016.



**COPS**★

*Community Oriented Policing Services*  
*U.S. Department of Justice*

---

U.S. Department of Justice  
Office of Community Oriented Policing Services  
145 N Street, N.E.  
Washington, DC 20530

To obtain details on COPS programs, call the COPS Office Response Center at 800.421.6770.  
Visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).